

Employment Opportunity

Accounting Manager

\$62,929 - \$84,331 per year plus benefits

Application Process: Applications will be accepted until 4:00 p.m. on Friday, September 15, 2006 or until filled. Applications may be mailed or delivered in person.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

The Job: The Accounting Manager supervises the work of accounting support personnel; performs professional financial and accounting duties related to the maintenance of the accounting system, prepares financial statements and other reports, and performs other related work as necessary. Services will be performed under the direction of the Chief Financial Officer.

Essential functions of this classification:

- Prepares annual financial statements and coordinates all audits.
- Prepares monthly cash flow reports and assures adequate balances are maintained to meet all obligations.
- Organizes, coordinates, trains, supervises and evaluates the work of accounting support personnel.
- Maintains the accounting system and oversees changes.
- Plans and manages the administration, tracking and completion of grant accounting and special funds reports.
- Checks and approves the preliminary check register.
- Reviews and signs all journal vouchers.
- Prepares and coordinates the preparation of budget tracking reports.
- Approves audit adjusting entries and schedules.
- Reviews monthly bank reconciliations.
- Performs other accounting assignments as requested by the Chief Financial Officer.

Travel: Occasional travel throughout the County, California, and the United States may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be provided.

Minimum Requirements: Knowledge of accounting, budgeting and auditing. Additionally, candidates must demonstrate an understanding of the principles of supervision. Ability to analyze and clearly communicate, both orally and in writing, information related to programs/projects. Extensive experience using word processing, spreadsheet, and database software products.

Education: Bachelor's degree in accounting, finance, or a close related field. A CPA License is desirable but not required.

Experience: Four years of accounting experience preferably in municipal accounting is required.

Physical Demands: Ability to converse and respond in forums and meetings. Manual and automated entry of complex and lengthy numerical and data items. Strength, dexterity, coordination, and vision to use keyboard and video display terminals. Reading long reports. Occasional lifting of items weighing up to 25 pounds, such as files, boxes, and stacks of paper. Moving from place to place within the office and community. Reaching for items above and below desk level. Dexterity, handling files and single sheets of paper, and the ability to sit for long periods of time.

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Forward Application to:

San Bernardino Associated Governments
Attn: Deborah Barmack, Director of Management Services
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at <http://www.sanbag.ca.gov>

“An equal opportunity employer.”